Foreign Affairs Manual

2 FAM – GENERAL

Change Transmittal: GEN-372
Date: September 22, 2010

2 FAM 110
POST ORGANIZATION

Changes

1. Changes to 2 FAM 110, Post Organization, include:

   - **Office name change**: The Office of Management Operations (M/MO) was changed to the Office of Management Policy, Rightsizing and Innovation (M/PRI).

   - **2 FAM 116.6-1, Procedures for Requesting Country Clearance**: Chiefs of Mission (COMs) may allow military visitors to use a Department of Defense-operated system, provided it satisfies the COM's country clearance requirements and captures visitor data for post use.

   - **2 FAM Exhibit 111.3, NSDD 38 PROCEDURES (03/07/2007)**: As an overview, each agency proposal on the website is registered with a specific Case Number. Once M/PRI has received and reviewed an NSDD-38 request, the M/PRI analyst will notify post by formal message telegram) and will provide post with the NSDD-38 Application Case Number for the request.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

3. Revisions since the last update appear in *italics* and *dark magenta.* Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 2 FAM 110 (issued under CT:GEN-339, 10-17-2007; 59 pages) and insert revised subchapter 2 FAM 110 (60 pages).

2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:GEN-372, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(M/PRI)